



DEPARTMENT OF HOUSING, ECONOMIC DEVELOPMENT & COMMERCE  
 DIVISION OF ZONING  
 NICK TAYLOR, DIRECTOR  
 One Jackson Square  
 Jersey City, N.J. 07305  
 T: (201) 547-4832

**JERSEY CITY DIVISION OF ZONING**  
**CHECKLIST FOR PLAN REVIEW**

**APPLICANT:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_ **ZONE:** \_\_\_\_\_ **DATE FILED:** \_\_\_\_\_

1. COMPLETED REVIEW FORM (    )
2. FEE OF \$100.00 PAYABLE TO THE CITY OF JERSEY CITY. BANK CHECK, CREDIT CARD OR MONEY ORDER (    )
3. 2 SETS OF SIGNED AND SEALED PLANS (    )
4. ONE SIGNED AND SEALED SURVEY FOR EXTERIOR PROJECTS ONLY (    )
5. ZONING COMPARISON CHART (    )
6. 1 CURRENT PHOTO OF FACADE (    )
7. DETAILED DESCRIPTION OF PROPOSED WORK, CONSTRUCTION FOLDER/JACKET AND BUILDING TECHNICAL APPLICATION (    )
8. DIAGRAM OF PREDOMINANT FRONT YARD SET BACK FOR NEW CONSTRUCTION (    )
9. ASSESSMENT OF ADJACENT PROPERTY INCLUDING EASEMENTS, ENCROACHMENTS OR SIDE YARD WINDOWS FOR NEW CONSTRUCTION/ADDITIONS (    )